

**CITY OF ABSECON PLANNING BOARD  
500 MILL ROAD, ABSECON, NJ 08201  
609-641-0663 EXT. 112**

**SUBMISSION AND REVIEW PROCEDURES FOR  
LAND DEVELOPMENT APPLICATIONS**

Listed below you will find important information regarding requirements for making applications to the Planning Board for approval. Additionally, attached is the appropriate application form with applicable checklists, which must be in full compliance for an application to proceed for review.

THE APPROPRIATE NUMBER OF COPIES OF THE APPLICATION, PLAN AND SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE BOARD SECRETARY **AT LEAST** TWENTY-ONE (21) DAYS PRIOR TO A REGULARLY SCHEDULED MEETING. UNTIL APPLICATION IS DEEMED COMPLETE BY PROFESSIONALS, IT CAN'T BE SCHEDULED FOR A MEETING.

THE APPLICATION SUBMISSION PACKAGE MUST BE INDIVIDUALLY PACKAGED IN ACCEPTABLE MAILING FORM, WITH PROPER ADDRESSES AS SHOWN ON ATTACHMENT "B" AND SUFFICIENT POSTAGE AFFIXED. **DO NOT SEAL THE ENVELOPES.**

THE RETURN ADDRESS IN THE LEFT HAND CORNER MUST BE:  
ABSECON CITY PLANNING BOARD  
500 MILL ROAD  
ABSECON, NJ 08201

**SEE ATTACHED LIST OF MAILING ADDRESSES: (Attachment B)**

If you have any questions, you can contact Tina in the Planning Board office at 609-641-0663 ext. 112.

## ABSECON CITY PLANNING BOARD

### SUBMISSION AND REVIEW PROCEDURES FOR LAND DEVELOPMENT APPLICATIONS

January 2010, Updated 02/20/19

COMPLETENESS DETERMINATION 45 Days

#### BOARD ACTION AFTER COMPLETENESS:

Minor Subdivision	45 DAYS
Preliminary Major Subdivision	
a. Ten (10) lots or less	45 DAYS
b. More than ten (10) lots	95 DAYS
Final Major Subdivision	45 DAYS
Preliminary Major Site Plan	
a. Ten (10) acres or less	45 DAYS
b. More than ten (10) acres	95 DAYS
Final Major Site Plan	45 DAYS
Variance Relief	120 DAYS
Memorialization of Resolution Approving Application	45 DAYS

**COMPLETENESS DETERMINATION:** Within 45 days of the submission, written notice of the Incomplete or Complete status will be provided to the applicant.

The applicant may request a waiver from the minimum submission requirements of a Land Development Application provided such requests are made in writing with the reason for such a request at the time of submission. Refer to submission checklist(s).

**INCOMPLETE APPLICATION:** If the application has been determined to be Incomplete, the applicant will receive a report indicating the revision and/or additional information needed. When submitting revised plans and/or additional information, the application will be reviewed again by the Board professionals and secretary for Completeness. Within 45 days of the submission, written notice of the Incomplete or Complete status will be provided to the applicant.

**COMPLETE APPLICATION:** Once the application is deemed Complete, it will be placed on the next available Planning Board Regular agenda for action. If the applicant is a Corporation the applicant **MUST** be represented by an Attorney. You will be notified of the meeting dates and **MUST** be present at the meeting(s). The meeting nights are the - **second and fourth Wednesday of the month** held in the Municipal Building, 7:00 PM

**NOTICE OF INITIAL APPROVAL TO APPLICANT:** After formal action by the Board granting initial approval, the secretary to the Board will issue letter informing the applicant of the initial approval with copy to the construction official and the City clerk. The letter will state that the Board action must be memorialized in a Decision & Resolution to be prepared and approved by the Board. The Decision & Resolution will list conditions that must be met prior to construction permits being issued by the construction official.

## ABSECON CITY PLANNING BOARD

### SUBMISSION AND REVIEW PROCEDURES FOR LAND DEVELOPMENT APPLICATIONS

January 2010, Updated 02/20/19

Once the Decision and Resolution is adopted by the Board, a signed copy will be provided to the applicant with a copy to the construction official and the City clerk. The Decision & Resolution will be accompanied by a letter stating that the enclosed Decision & Resolution is a conditional approval. This letter will state that the actual approval cannot take effect until all conditions of approval have been addressed, and that no permits can be issued until all conditions are met.

**PUBLIC HEARINGS:** Those applications requiring a Public Hearing and having an excessive number of review comments will be TABLED until such time as the Planning Board deems them eligible for Public Hearing. Unless the applicant consents to a WAIVER OF TIME for the Planning Board to act on a Tabled application, the application will be Denied.

Those applications which do not require a Public Hearing shall proceed as outlined above. Every Complete application will be reviewed by the Planning Board and Planning Board Professionals and acted upon.

**CONDITIONAL APPROVAL:** A Resolution memorializing, the Board action shall be approved by the Board within 45 days of the Board action. **ALL APPLICATIONS GRANTED CONDITIONAL APPROVAL MUST COMPLY WITH ALL OF THE CONDITIONS PRIOR TO THE SIGNING OF THE PLANS AND THE ISSUANCE OF ANY PERMITS.**

**EFFECT OF ACTION BY THE BOARD THE EVENING OF THE DECISION TO GRANT APPROVAL:** Prior to the issuance of any construction permits, approval by the Planning Board is required (Absecon Development Ordinance Sec. 224-183). Action taken by the Board the evening of the meeting in which the vote is taken is conditional approval only. The approval cannot take effect until written Decision and Resolution is adopted by the Planning Board and all conditions are met. The following examples of conditions that will be included in the Decision & Resolution granting conditional approval:

**PAYMENT OF TAXES AND FEES:** The approval is conditioned upon payment of all taxes and assessments on the subject property and the payment of all application fees and escrows.

**REQUIREMENTS OF FINAL APPROVAL:** The approval is conditioned upon the review and approval of the Municipal Engineer of an appropriate engineer's estimate for the cost of improvements, such estimate to be submitted by the applicant. Acceptable performance guarantees and inspection escrows must be posted prior to the initiation of construction and an acceptance maintenance guarantee posted upon completion of the improvements. A pre-construction conference with the Engineer is required prior to the initiation of construction; if deemed necessary by the Engineer.

**SATISFACTION OF CONDITIONS:** The applicant will comply with any outstanding conditions of the Planning Board Professionals and will submit any required revised plans or other documents for their review and approval within 45 days of the date of this Resolution. In order to expedite the approval process, all conditions of the Decision & Resolution should be addressed immediately. Plan revisions required by the Planning Board (if any) should be submitted by your design professionals as soon as possible. Section 224-176 of the Absecon Developmental Ordinance requires a performance guaranty for all improvements deemed necessary or appropriate. It is recommended that you have your design professional provide the Planning Board and City Engineer with an estimate of costs of improvements to review at the time a submission for final approval is made (if applicable). Also a draft of the form of performance guaranty should be submitted to the City Attorney at the time of submission of the final application for review. This will allow for the simultaneous review and help expedite the approval process.

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### SUBMISSION AND REVIEW PROCEDURES FOR LAND DEVELOPMENT APPLICATIONS

January 2010, Updated 02/20/19

**NOTICE OF INITIAL APPROVAL TO APPLICANT:** After formal action by the Board granting initial approval, the APPLICANT will be issued a **NOTIFICATION OF CONDITIONAL APPROVAL OF LAND DEVELOPMENT APPLICATION** informing the applicant of the initial approval with copy to the construction official and the City Clerk. The letter will state that the Board action must be memorialized in a Decision & Resolution to be prepared and approved by the Board. The Decision & Resolution will list conditions that must be met prior to construction permits being issued by the construction official.

Once the Decision and Resolution is adopted by the Board, a signed copy will be provided to the applicant with a copy to the Construction Official and the City Clerk. The Decision & Resolution will be accompanied by a letter stating that the enclosed Decision & Resolution is a conditional approval. This letter will state that the actual approval cannot take effect until all conditions of approval have been addressed, and that no permits can be issued until all conditions are met.

The Board Professionals will review revised plans and documents for compliance with the conditions of approval. After all conditions have been addressed to the satisfaction of the Board professionals, a **Prior Approvals Checklist** will be issued and a **Certificate of Approval** will be issued by the City Clerk in accordance with Section 224-185 of the Absecon Development Ordinance. The Construction Official may start review of your construction documents prior to the issuance of the certificate of approval. However, a construction permit cannot be issued until you obtain a sign-off from the Planner that the plans submitted for construction are consistent with the plans as approved by the Planning Board and you obtain certificate of approval. Because the construction official requires time to review the construction documents, it is recommended that you submit your construction documents as soon as possible. If you have any questions about this process, you can call the Board secretary at 641-0663, Ex.112.

## **ATTACHMENT "B" PLANNING BOARD MEMBERS AND PROFESSIONALS MAILING ADDRESSES**

JOHN ALELI  
407 Cynwyd Drive  
Absecon, N.J. 08201  
Home: 609-380-2908  
Term: 1/1/19 to 12/31/22

KIM HORTON, MAYOR  
1003 Plaza Place  
Absecon, N.J. 08201  
Home: 609-641-6150

MICHELE KIRK  
105 Hobart Avenue  
Absecon, N.J. 08201  
Home: 609-226-8113  
Term: 1/1/19 to 12/31/22

JESSICA THOMPSON, MUNICIPAL OFFICIAL  
602 Highland Boulevard  
Absecon, NJ 08201  
Phone: 641-0663 ext. 103  
Term: 1/1/2021 to 12/31/21

DARREN CLINKSCALE, ALT. II  
605 Hay Road  
Absecon, NJ 08201  
Phone: 609-204-5608  
Term: 1/1/2021 to 12/31/22

NICK TIBERIO  
511 Lazy Lane  
Absecon, N.J. 08201  
Phone: 610-724-9368  
Term: 1/1/18 to 12/31/21

HOLLY GERSH  
231 Coolidge Avenue  
Absecon, NJ 08201  
Phone: 609-892-0663  
Term: 1/1/21 to 12/31/24

Tina Lawler, Secretary, Planning Board  
500 Mill Road  
Absecon, NJ 08201  
641-0663 ext. 112

LOU STRUGALA, ALT I  
200 St. Charles  
Absecon, N.J. 08201  
Phone: 732-500-8489  
Term: 1/1/21 to 12/31/22

DEBORAH REILLY  
444 4TH Street  
Absecon, N.J. 08201  
Home: 609-645-5151  
Term: 1/1/21 to 12/31/24

BETTY HOWELL, COUNCIL REP  
1007 Spring Lane  
Absecon, N.J. 08201  
Home: 646-9234

ROBERT PRESTON, CHAIR  
601 Sooy Lane  
Absecon, NJ 08201  
Home: 407-9599  
Term: 1/1/18 to 12/31/21

JOE MCGROARTY, SOLICITOR  
747 Shore Road  
Linwood, NJ 08221  
609-927-0015

ANDY PREVITI, P.E.  
500 Scarborough Drive – Suite 108  
Egg Harbor Township, NJ 08234  
Office 609-910-4068 ext. 4402 – Fax – 609-390-0040

PETER VAN DEN KOOY, PLANNER  
1460 Route 9 South  
Howell, NJ 07731  
Phone: 732-462-7400 ext. 1058

Instructions for distributions of Applications, plans and supplemental information:

The following quantity of documents must be provided:

<u>Item</u>	<u>Copies</u>
Development Applications	18
Supporting Documents	18
Site Plans and/or Major Subdivision Plans	18
Minor Subdivision Plans	15(1)
Storm Water Management Calculations	3 (2)
Traffic Study	16(3)
Environmental Impact Statement (EIS)	15(1)

The application submission package must be individually packaged in acceptable mailing form with the proper postage, with addresses listed above and return address: "Absecon Planning Board, 500 Mill Road, Absecon, NJ 08201". **DO NOT SEAL ENVELOPES.**

- (1) Only 15 copies of Minor Subdivision and EIS required.
- (2) Only 3 copies of Stormwater Calcs, required, 2-Board Secretary, 1 Board Engineer.
- (3) Only 16 copies of Traffic Study.

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### SUBMISSION AND REVIEW PROCEDURES FOR LAND DEVELOPMENT APPLICATIONS

January 2010, Updated 02/20/19

<u>Item</u>	<u>Copies</u>
Development Applications:	3
Supporting documents:	3
Site Plans, and / or Major Subdivision Plans:	3
Minor Subdivision Plan	3
Stormwater Management Calculations:	3
Traffic Study:	3
Environmental Impact Statement (EIS):	3

The completeness submission package to the Planning Board Office must include application fee check and review escrow check with notation as to how the applicant determined the fees submitted. The completeness submission package to the reviewing professional must include photocopy of fee checks submitted. If the submission package does not include the required fee checks and submission package can not be accepted by the Planning Board Office. The Application submission package must be individually packaged in acceptable mailing form with the proper postage, addressed to the Board Officials listed below:

Tina Lawler, Secretary  
Absecon Planning Board  
500 Mill Road  
Absecon NJ 08201

Peter Van Den Kooy, Planner  
1460 Route 9 South  
Howell, NJ 07731

Andrew Previti, PE, Engineer  
500 Scarborough Drive, suite 108  
EHT NJ 08234

Provide return address:

Absecon Planning Board, 500 Mill Rd., Absecon NJ 08201". **DO NOT SEAL ENVELOPES**

#### Instructions for distribution of Applications, plans and supplemental information:

Once the application is reviewed for Completeness the following copies are required:

<u>Item</u>	<u>Copies</u>
Development Applications:	20
Supporting documents:	20
Site Plans, and / or Major Subdivision Plans:	20 – 9 standard size plans, 11 – 11"x 17"(1)
Minor Subdivision Plan:	18 - 7 standard size plans, 11 – 11"x 17" (1) (2)
Stormwater Management Calculations:	3 (3)
Traffic Study:	5 (4)
Environmental Impact Statement (EIS):	4 (5)

The Application submission package must be individually packaged in acceptable mailing form with the proper postage, with addresses listed above and return address:

Absecon Planning Board, 500 Mill Rd., Absecon NJ 08201". **DO NOT SEAL ENVELOPES.**

- (1) 10 Board members to receive reduced size copies. Professionals, Chairman, Secretary, Police Dept. and Fire Dept. to receive full size copies of plans.
- (2) Only 18 copies of Minor Subdiv. (Submission packages Traffic Engineer not required for Minor Subdivision.)
- (3) Only 3 copies of Stormwater Calcs. required, 2-Secretary for file, 1-Engineer.
- (4) Only 5 copies required, 2-Secretary for file, 1-Engineer, 1- Traffic Engineer, 1- Planner.
- (5) Only 4 copies required, 2-Secretary for file, 1-Engineer, 1- Planner.

**ABSECON CITY PLANNING BOARD**

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January 2010, Updated 02/20/19

**ATTACHMENT "C"**

**Submission Requirements**

**Submission for Completeness Review of Site Plan Waiver:**

<u>Item</u>	<u>Copies</u>
Development Applications:	2
Supporting documents:	2
Survey/Site Plans:	2

The completeness submission package to the Planning Board Office must include application fee check and review escrow check with notation as to how the applicant determined the fees submitted. The completeness submission package to the reviewing professional must include photocopy of fee checks submitted. If the submission package does not include the required fee checks and submission package can not be accepted by the Planning Board Office. The application submission package must be individually packaged in acceptable mailing form with the proper postage, addressed to the Board Officials listed below:

Tina Lawler, Secretary  
Absecon Planning Board  
500 Mill Road  
Absecon NJ 08201

Peter Van Den Kooy, Planner  
1460 Route 9 South  
Howell, NJ 07731

Provide return address:

Absecon Planning Board, 500 Mill Rd., Absecon NJ 08201". **DO NOT SEAL ENVELOPES**

**Submission for Review of Site Plan Waiver:**

<u>Item</u>	<u>Copies</u>
Development Applications:	6
Supporting documents:	6
Survey/Site Plans:	6

One package for Planner and five copies for secretary and Site Plan Waiver sub-committee.

The Application submission package must be individually packaged in acceptable mailing form with the proper postage, addressed to the Board Officials listed below:

Tina Lawler, Secretary  
Absecon Planning Board  
500 Mill Road  
Absecon NJ 08201

Peter Van Den Kooy, Planner  
1460 Route 9 South  
Howell, NJ 07731

Provide return address:

Absecon Planning Board, 500 Mill Rd., Absecon NJ 08201". **DO NOT SEAL ENVELOPES**

**Submission for Completeness Review Site Plan / Subdivision:**